

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Recommended Objectives for the Quarterly Conference (Second Quarter)

FROM:

EXTENSION

NO.

Plans and Programs Staff, OL

DATE

30 March 1983

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Chief, P&amp;PS/OL

31 MAR 1983

*DM*

2.

Director of Logistics

31 MAR 1983

*BL*

3.

OL/P&amp;PS

4.

5.

6.

7.

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15.

Attached is proposed

Agenda for Quarterly

Objective review scheduled

for 5 May.

*OL*

Recommended Objectives for the Quarterly Conference

(Second Quarter)

Objective

Presenter

Conduct a Comprehensive Review of  
Personnel Management Functions

Provide a System for More Timely and  
Efficient Response to Space Requirements  
(CADS)

Implement the Digital Prepress System

Continue to Work with GSA for  
Improved Service

Improve Responsiveness to Politically  
Sensitive Requirements for Goods and  
Services

Provide Support to SAFE, Phase II

Objectives NOT Include

Conduct a Pilot Quality Circle Program\*

Consolidate Agency Metropolitan  
Washington Area Activities\*

Establish Procedures to Execute Payments  
in Accordance with Prompt Pay Act\*

Develop Policy and Resolve Key Issues  
Affecting Acquisition

Improve the Physical Environment and  
Quality of Food and Service in the EDR\*

Design Methods to Improve Responsiveness  
to Furniture Requirements\*

\* Reported First Quarter